

Department of State

Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity

(NOFO): FY15 Global Sports Mentoring Program

Announcement Type: New Cooperative Agreement

Funding Opportunity Number: ECA-ECAPEC-15-023

Catalog of Federal Domestic Assistance Number: 19.415

Key Date/Application Deadline: May 18, 2015

Program Description/Executive Summary:

The Office of Citizen Exchanges, SportsUnited Division, of the Bureau of Educational and Cultural Affairs announces an open competition for the FY 2015 Global Sports Mentoring Program (GSMP). Public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 U.S.C. 501(c)(3) may submit proposals to conduct two separate four-week reciprocal mentorship programs. By empowering women, girls, and people with disabilities, the GSMP directly supports United States foreign policy goals, promotes social inclusion and elevates the status of marginalized populations, by encouraging professional relationships between sports leaders and administrators in the United States and those overseas. Utilizing mentorship, a leadership curriculum, sustained engagement with U.S. Embassies, and participant-led action plans, the GSMP positively impacts underserved communities, ultimately creating a more secure and democratic global playing field for all.

The first mentorship program, GSMP: Sports for Community in the spring of 2016, will use the platform and power of the Olympic and Paralympic Games to connect approximately 15 international emerging leaders, who are dedicated to increasing sports opportunities for people with disabilities throughout the Western Hemisphere, with 15 American mentors. Approximately 10 Americans mentors will participate in a reciprocal exchange overseas. The second mentorship program, GSMP: Empowering Women and Girls through Sports, in the fall of 2016, will connect approximately 20 female emerging leaders, dedicated to increasing opportunities for women and girls to participate in sports, with 20 American mentors. Approximately five to seven of the 20 American mentors will participate in a reciprocal exchange overseas. Through these two mentorship programs, a total of 70 participants (35 emerging leaders from other countries and 35 American mentors) will be engaged.

Applicants may submit only one proposal under this competition. If multiple proposals are received from the same applicant, all submissions will be declared ineligible and receive no further consideration in the review process.

A. Program Description:

Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United

States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world." The funding authority for the program above is provided through legislation.

Purpose: Sports Diplomacy enhances cross-cultural understanding and opens new avenues of dialogue and collaboration between individuals and nations. A key component of the Bureau of Educational and Cultural Affairs (ECA) Sports Diplomacy initiatives is the GSMP. The GSMP is an intensive mentorship, leadership, and professional skill building exchange designed to empower emerging leaders to positively impact the lives of women, girls, and people with disabilities worldwide.

Sports play a powerful role in addressing the U.S. foreign policy goal of advancing the status of women and girls worldwide as former Secretary of State Clinton echoed , "...and for girls and women, sports can have a particularly powerful effect. The United Nations has found that girls worldwide who play sports are more likely to attend and stay in school, more likely to finish their education, more likely to be in better health, and to earn higher wages during the course of their lives."

Highlighting the important U.S. foreign policy goal of working to remove barriers and create a world in which all people enjoy dignity and full inclusion, President Obama said, "We recommit to ensuring people living with disabilities enjoy full equality and unhindered participation in all facets of our national life."

The Bureau of Educational and Cultural Affairs directly support these two U.S. foreign policy goals through the two mentorship programs included in this NOFO under the Global Sports Mentoring Program: Sports for Community and Empowering Women and Girls through Sports.

Sports for Community

a) U.S. Based Mentorship

The mentorship component will link international emerging leaders with a mentor from a U.S. company, organization, or university that works in the sports sector. The spring 2016 mentorship program theme is increasing access to sports for people with disabilities. The U.S. Department of State anticipates that the theme for the Sports for Community mentorship program will change in future iterations. The mentorship serves as a foundation for sustainability by providing the training, tools, and networks for the emerging leader to leverage upon returning to his or her home country and implementing projects for community-based change through sport developed during the mentorship. The total duration of the mentorship will be approximately four weeks, including three weeks at the mentor site and one week in Washington, D.C. for opening and closing

activities. It is essential that emerging leaders engage local U.S. communities in a substantive and meaningful way during their mentorships.

For Sports for Community, the award recipient is responsible for establishing mentorship guidelines, preparing orientation materials, recruiting mentors, matching emerging leaders and mentors, conducting leadership training, and facilitating the relationships between mentors and emerging leaders. This may include but not be limited to: a series of virtual orientation meetings with mentor and emerging leaders, management of all logistics for participants throughout the mentorship, and implementation of an orientation and closing ceremony for mentors and emerging leaders.

Identified by U.S. Embassies or Consulates, the emerging leaders are selected based on demonstrated leadership abilities and a commitment to multiply the knowledge and skills learned during their mentorship through the implementation of a project that addresses a critical community need. The project will be planned during the U.S.-based mentorship and implemented over the course of the cooperative agreement timeline. These action plans will not only engage the U.S. mentor, but most importantly serve to create greater sports opportunities for people with disabilities.

The mentorship match will be based on the interests, skills, and experience of the emerging leader and mentor. Emerging leaders and mentors should be matched at least three months prior to each program opening, respectively. Mentor commitments should be confirmed at least four months in advance and would ideally extend through the end of the award to support emerging leaders throughout the implementation of their action plan projects.

Emerging leaders, ages 25 to 40, will possess professional English language fluency.

b) Reciprocal Exchange

American mentors, or representatives from mentoring organizations, will travel to emerging leader communities to support, engage, and learn from their local contexts. Timing of the reciprocal trip will depend on emerging leader/mentor availability. The approximate duration of each mentor visit will be one week. The Americans will work with the emerging leader in the implementation of their project and should be prepared to conduct/participate in seminars, workshops, evaluation, on-site consultancies, and other types of activities with the goal of reinforcing the mentorship experience and creating a wider network of emerging leaders. The relationship between the mentors and emerging leaders will continue through virtual and traditional communication avenues once the Americans return to the United States.

Responsibilities of the recipient organization for the reciprocal exchange include: selecting participating mentors (with approval from SportsUnited), planning a program agenda based on emerging leader action plans, developing a mentor report template (highlight or lessons learned analysis), coordinating with U.S. Embassies on reciprocal exchange programming, drafting media (video, social media, and web highlights), and international travel to provide technical assistance in support of reciprocal exchanges

(budget for approximately 10 reciprocal mentor trips). Additional responsibilities can be found in the POGI.

c) Additional Information

The Sports for Community mentorship program has a distinct target population, mentors, timelines, and regional focus. The existing alumni cohort contains approximately 15 emerging leaders and 15 American mentors. The recipient organization will be responsible for supporting pre-existing mentor and emerging leader relationships, while integrating new participants into the U.S. Department of State's GSMP alumni cohort.

The Sports for Community mentorship program is implemented in conjunction with mega-sporting events; the Summer Olympics and Paralympics in the case of the 2016 program. The theme for the 2016 program is increasing access to sports for people with disabilities. The program will bring approximately 15 emerging leaders from four to six countries within the mega-event host country region (currently the Western Hemisphere) to the United States for a four-week mentorship program in the spring of 2016. Approximately 10 American representatives from mentoring organizations will travel for a reciprocal exchange. This reciprocal exchange should be included in applicant budget.

Participants will be selected from distinct levels of the sports sector within each country, including but not limited to ministries of sport, non-governmental organizations, or private sector companies. Participants will possess two years of professional experience in building sports programs for people with disabilities.

The applicant organization, in coordination with ECA, is responsible for identifying and selecting U.S. based mentoring organizations where emerging leaders will be placed. Letters of support from potential mentoring organizations should be included in proposal.

Pending successful performance and the availability of funding, the Sports for Community mentorship program will be implemented every other year in conjunction with a mega sporting event.

Note: ECA reserves the right to reduce, revise or increase project configurations, budgets, participant numbers, participating countries and regions in accordance with the needs of the program, U.S. foreign policy objectives, and the availability of funds.

Empowering Women and Girls through Sports

a) U.S. Based Mentorship

The Empowering Women and Girls through Sports mentorship program is supported by an existing public-private partnership between the U.S. Department of State and espnW. The U.S. Department of State works closely with espnW and the award recipient to ensure that communication and coordination on program activities is seamless. Identification and recruitment of mentors and mentor organizations is conducted by espnW with input from the State Department. Mentors are recruited from U.S. companies, organizations, or universities working in the sports sector. This mentorship

program requires a high degree of detailed planning to meet the needs of corporate partners and mentors.

The mentorship serves as a foundation for sustainability by providing the training, tools, and networks for the emerging leader to leverage upon returning to her home country and implementing projects for community-based change through sport developed during the mentorship. The total duration of the mentorship will be approximately four weeks in length and include three weeks at the mentor site, and approximately one week in Washington, D.C. (to include opening and closing activities). Immediately following the program closing, emerging leaders will participate in a major three day women's sports summit in Los Angeles in mid-October. It is essential that emerging leaders engage local U.S. communities in a substantive and meaningful way during their mentorships.

For the Empowering Women and Girls through Sports mentorship program, the award recipient is responsible for updating mentorship guidelines, preparing orientation materials, matching emerging leaders and mentors, conducting leadership training, and facilitating the mentoring relationships. This may include but not be limited to: a series of virtual orientation meetings with mentors and emerging leaders, management of all logistics for participants throughout the mentorship, and implementation of an orientation and closing event for mentors and emerging leaders.

Identified by U.S. Embassies or Consulates, the emerging leaders are selected based on demonstrated leadership abilities and a commitment to multiply the knowledge and skills learned during their mentorship through the implementation of a project that addresses access to sport for women and girls while meeting a critical community need. The project will be planned during the U.S.-based mentorship and implemented over the course of the cooperative agreement timeline. These action plans will not only engage the U.S. mentor, but most importantly serve to create greater sports opportunities for women and girls.

The mentorship match will be based on the interests, skills, and experience of the emerging leader and mentor. While the award recipient is not responsible for identifying U.S. based mentoring organizations (mentoring organizations are identified through a private sector partnership with espnW), the award recipient is responsible for matching emerging leaders and mentors at least three months prior to the program opening. Mentor commitments would ideally extend through the end of the award to support emerging leaders throughout the implementation of their action plan projects.

Emerging leaders, ages twenty-five (25) to forty (40), will possess professional English language fluency.

b) Reciprocal Exchange

Five to seven American mentors will travel to emerging leader communities to support, engage, and learn from their local contexts. Timing of the reciprocal trip will depend on emerging leader/mentor and grantee availability. The approximate duration of each mentor visit will be one week. The Americans will work with the emerging leader in the

implementation of their project and should be prepared to conduct/participate in seminars, workshops, evaluation, on-site consultancies, and other types of activities with the goal of reinforcing the mentorship experience and creating a wider network of emerging leaders. The relationship between the mentors and emerging leaders will continue through virtual and traditional communication avenues once the Americans return to the United States.

Responsibilities of the recipient organization for the reciprocal exchange include: selecting participating mentors (in coordination with approval from SportsUnited), planning a program agenda based on emerging leader action plans, developing a mentor report template (highlight or lessons learned analysis), coordinating with U.S. Embassies on reciprocal exchange programming, drafting media (video, social media, and web highlights), and international travel to provide technical assistance in support of reciprocal exchanges (budget for approximately 5-7 reciprocal mentor trips). Additional responsibilities can be found in the POGI.

c) Additional Information

The Empowering Women and Girls through Sports mentorship program has a distinct target population, mentors, timelines, and is global in reach. Emerging leaders will represent countries worldwide and possess two years of professional experience in building sports programs for women and girls. This mentorship program has an existing alumni cohort totaling of approximately 50 emerging leaders and approximately 35 American mentors. The award recipient will be responsible for supporting pre-existing mentor and emerging leader relationships, while integrating new participants into the U.S. Department of State's GSMP alumni cohort.

The Empowering Women and Girls through Sports mentorship program will bring approximately 20 emerging leaders from select countries worldwide to the United States for a four-week program in the fall of 2016. Approximately five (5) to seven (7) representatives including mentors and evaluation experts from the U.S. will travel for the reciprocal exchange.

Costs associated with international travel of 20 emerging leaders and approximately five (5) to seven (7) American representatives from mentoring organizations should be included in applicant budget. The award recipient is not responsible for identifying U.S. based mentoring organizations. Mentoring organizations are identified through a private sector partnership with espnW. However, the award recipient is responsible for matching mentors with the emerging leaders.

Pending successful performance and the availability of funding, the program will be implemented on an annual basis.

Note: ECA reserves the right to reduce, revise or increase project configurations, budgets, participant numbers, and participating countries in accordance with the needs of the program, U.S. foreign policy objectives, and the availability of funds.

U.S. Embassy Involvement:

U.S. Embassies and Consulates, in coordination with SportsUnited, will be responsible for recruitment and nomination of emerging leaders for both the GSMP- Sports for Community and Empowering Women and Girls through Sports Programs, collaborating with the U.S. recipient organization in providing pre-departure briefings, and overseeing alumni follow-on activities. In as much as this program involves U.S. citizens for the reciprocal exchange, the U.S. Embassies will provide oversight and monitoring; concur on travel arrangements; represent the U.S. Government while the exchange activities are taking place; and assist program staff and participants in the event of an emergency. At the same time, the requirements of the cooperative agreement are that the award recipient must be able to manage the in-country aspects of this program in its entirety, with little reliance on the embassy staff for support.

Organizational Capacity:

Applicants must demonstrate their knowledge, experience, and capacity in the following areas: 1) delivery of successful international sports exchange programs; 2) creating and facilitating mentoring relationships between emerging leaders and the private sector, non-profits, or universities; 3) technical knowledge and significant experience in sports diplomacy and/or sport for development programs, especially those targeting women, girls, people with disabilities, and youth from marginalized populations;; 4) monitoring and evaluation of emerging leader/mentor participation and follow-on project implementation data; and 5) producing high quality photos, videos, website content, and essential written content for social and traditional media use.

Applicants must identify the U.S.-based and any foreign-based organizations and individuals with whom they are proposing to collaborate and describe any previous cooperative activities.

Guidelines:

Competitive proposals will include the following:

- A proposed timeline detailing goals, objectives, and activities;
- A detailed budget (both line-item and budget narrative) supporting all aspects of programming in the U.S. and abroad;
- A description of U.S.-based activities, including participant orientation and a closing ceremony in Washington, D.C. for mentors and mentees;
- A description of the reciprocal visit by representatives from U.S. host organizations; and
- A plan to award and process small grants to the returning emerging leaders to assist in the implementation of their action plan projects.

In a cooperative agreement, SportsUnited (ECA/PE/C/SU) is substantially involved in program activities above and beyond routine monitoring. These activities and the roles and responsibilities of the Department and the award recipient are listed on Page 3 in the attached POGI in section I.B of the Statement of Work.

B. Federal Award Information:

Type of Award: Cooperative Agreement

ECA's level of involvement in this program is listed under A. Program Description above.

Fiscal Year Funds: FY 2015 - \$1,030,000

Approximate Total Funding: \$1,030,000

Approximate Number of Awards: One

Floor of Award Range: None.

Ceiling of Award Range: \$1,030,000

Approximate Average Award: \$1,030,000

Anticipated Award Date: July 1, 2015

Anticipated Project Completion Date: December 31, 2016

Additional Information:

Pending successful implementation of this program and the availability of funds in subsequent fiscal years, it is ECA's intent to renew this cooperative agreement for two additional consecutive fiscal years, before openly competing it again.

C.) Eligibility Information:

C.1. Eligible applicants: Applications may be submitted by U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3).

C.2. Cost Sharing or Matching Funds: There is no minimum or maximum percentage required for this competition. However, the Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with the Office of Management and Budget's Circular 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, ECA's contribution will be reduced in like proportion.

C.3. Other Eligibility Requirements:

a.) Bureau grant guidelines require that organizations with less than four years experience in conducting international exchanges be limited to \$130,000 in Bureau

funding. ECA anticipates making one award, in an amount over \$130,000 to support program and administrative costs required to implement this exchange program. Therefore, organizations with less than four years experience in conducting international exchanges are ineligible to apply under this competition.

b.) **Technical Eligibility:** All proposals must comply with the following or they will result in your proposal being declared technically ineligible and given no further consideration in the review process.

- Applicants may not submit more than one (1) proposal for this competition. Organizations that submit proposals that exceed this limit will result in having all of their proposals declared technically ineligible. **Please note:** Applicant organizations are defined by their legal name, and EIN number as stated on their completed SF-424 and additional supporting documentation outlined in the Proposal Submission Instructions (PSI) document.
- All proposals must contain an executive summary (one page), proposal narrative (not to exceed twenty pages), detailed timeline and detailed budget (which includes a line-item budget and a budget narrative; this is in addition to the required SF Forms). Failure to submit all required elements will cause your proposal to be declared technically ineligible.
- If your organization is a private non-profit which has not received a grant or cooperative agreement from ECA in the past three years, or if your organization received non-profit status from the IRS within the past four years, you must submit the necessary documentation to verify non-profit status as directed in the PSI document. Failure to do so will cause your proposal to be declared technically ineligible.

D.) Application and Submission Information:

Note: Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

D.1 Contact Information to Request an Application Package:

Please contact Ann Cody, SportsUnited Division, ECA/PE/C/SU, SA-5, 4th floor, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20037, (202) 632 6057, CodyAE@state.gov, to request a Solicitation Package.

The Solicitation Package contains the Proposal Submission Instruction (PSI) document which consists of required application forms, and standard guidelines for proposal preparation.

It also contains the Project Objectives, Goals and Implementation (POGI) document, which provides specific information, award criteria and budget instructions tailored to this competition.

Please specify Ann Cody and refer to the Funding Opportunity Number located at the top of this announcement on all other inquiries and correspondence.

D.2. To Download a Solicitation Package Via Internet:

The entire Solicitation Package may be downloaded from the Bureau's website at <http://eca.state.gov/organizational-funding> or from the Grants.gov website at <http://www.grants.gov>.

Please read all information before downloading.

D.2a. Content and Form of Submission: Applicants must follow all instructions in the Solicitation Package. The application should be submitted per the instructions under D.3p. "Application Deadline and Method of Submission" section below.

D.3a. You are required to have a Unique Entity Identifier (UEI) number to apply for a grant or cooperative agreement from the U.S. Government. This number is a nine-digit identification number, which uniquely identifies business entities. Obtaining a UEI number is easy and there is no charge. To obtain a UEI number, access <http://www.dnb.com> or call 1-866-705-5711. Please ensure that your UEI (DUNS) number is included in the appropriate box of the SF – 424 which is part of the formal application package.

D.3b. All proposals must contain an executive summary, proposal narrative and budget.

Please Refer to the Solicitation Package. It contains the mandatory Proposal Submission Instructions (PSI) document and the Project Objectives, Goals and Implementation (POGI) document for additional formatting and technical requirements.

D.3c. All federal award applicants must be registered in the System for Award Management (SAM) database in order to submit a proposal in response to an open competition on Grants.gov.

All federal award recipients must maintain current registrations in the SAM database. Recipients must maintain accurate and up-to-date information in www.SAM.gov until all program and financial activity and reporting have been completed. Recipients must review and update the information at least annually after the initial registration and more frequently if required information changes or another award is granted. Failure to register in SAM will render applicants ineligible to receive funding.

D.3d. You must have nonprofit status with the IRS at the time of application. **Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In

fulfilling this requirement, applicants must submit information in one of the following ways:

- 1) Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.
- 2) Those who do not file IRS Form 990 must submit information above in the format of their choice.

D.3e. In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one-page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

D.3f. If your organization is a private nonprofit which has not received a grant or cooperative agreement from ECA in the past three years, or if your organization received nonprofit status from the IRS within the past four years, you must submit the necessary documentation to verify nonprofit status as directed in the PSI document. Failure to do so will cause your proposal to be declared technically ineligible.

D.3g. **All ECA awards recipient organizations** must be registered with GrantSolutions by accessing www.GrantSolutions.gov. To register as a first time user of GrantSolutions, please scroll to the bottom of the home page and click "Getting Started-Request a User Account" at <http://home.grantsolutions.gov/home/home/customer-support/getting-started/>. Organizations that have previously used GrantSolutions do not need to register again. If the organization is not able to access the system, please contact GrantSolutions.gov Help Desk for help in gaining access.

Support for Grantee Organizations is available from 8 AM – 6 PM EST, Monday – Friday and can be reached at help@grantsolutions.gov or 1-866-577-0771.

Please take into consideration the following information when preparing your proposal narrative:

D.3h. Adherence To All Regulations Governing The J Visa

The Office of Citizen Exchanges of the Bureau of Educational and Cultural Affairs is the official program sponsor of the exchange program covered by this NOFO, and an employee of the Bureau will be the "Responsible Officer" for the program under the terms of 22 CFR 62, which covers the administration of the Exchange Visitor Program (J visa program). Under the terms of 22 CFR 62, organizations receiving awards (either a

grant or cooperative agreement) under this NOFO will be third parties "cooperating with or assisting the sponsor in the conduct of the sponsor's program." The actions of recipient organizations shall be "imputed to the sponsor in evaluating the sponsor's compliance with" 22 CFR 62. Therefore, the Bureau expects that any organization receiving an award under this competition will render all assistance necessary to enable the Bureau to fully comply with 22 CFR 62 et seq.

The Bureau of Educational and Cultural Affairs places critically important emphases on the secure and proper administration of Exchange Visitor (J visa) Programs and adherence by recipient organizations and program participants to all regulations governing the J visa program status. Therefore, proposals should explicitly state in writing that the applicant is prepared to assist the Bureau in meeting all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62. If your organization has experience as a designated Exchange Visitor Program Sponsor, the applicant should discuss their record of compliance with 22 CFR 62 et. seq., including the oversight of their Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

The Office of Citizen Exchanges of ECA will be responsible for issuing DS-2019 forms to participants in this program.

A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://j1visa.state.gov> or from:

Office of Designation, Private Sector Programs Division
U.S. Department of State
SA-44, Suite 668
301 4th Street, SW
Washington, DC 20547

D.3i. Diversity, Freedom and Democracy Guidelines

Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character and should be balanced and representative of the diversity of political, social and cultural life in the United States and abroad. "Diversity" should be interpreted in the broadest sense and encompass differences including race, color, national origin, sex, age, religion, geographic location, socio-economic status, disability, sexual orientation or gender identity. Proposals should demonstrate how diversity will enhance the program's goals and objectives and the participants' exchange experience. Please refer to the review criteria under the 'Support of Diversity' section of this document as well as the DIVERSITY, FREEDOM AND DEMOCRACY section in the "Proposal Submission Instructions" document for specific suggestions on incorporating diversity into the total proposal.

Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," the Bureau "shall take appropriate steps to provide opportunities for participation in such programs to human rights and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of these goals in their program contents, to the full extent deemed feasible.

D.3j. Program Monitoring and Evaluation

Proposals must include a plan to monitor and evaluate the project's success, both as the activities unfold and at the end of the program. The Bureau recommends that your proposal include a draft survey questionnaire or other technique plus a description of a methodology to use to link outcomes to original project objectives. The Bureau expects that the recipient organization will track participants or partners and be able to respond to key evaluation questions, including satisfaction with the program, learning as a result of the program, changes in behavior as a result of the program, and effects of the program on institutions (institutions in which participants work or partner institutions). The evaluation plan should include indicators that measure gains in mutual understanding as well as substantive knowledge.

Successful monitoring and evaluation depend heavily on setting clear goals and outcomes at the outset of a program. Your evaluation plan should include a description of your project's objectives, your anticipated project outcomes, and how and when you intend to measure these outcomes (performance indicators). The more that outcomes are "smart" (specific, measurable, attainable, results-oriented, and placed in a reasonable time frame), the easier it will be to conduct the evaluation. You should also show how your project objectives link to the goals of the program described in this NOFO.

Your monitoring and evaluation plan should clearly distinguish between program outputs and outcomes. Outputs are products and services delivered, often stated as an amount. Output information is important to show the scope or size of project activities, but it cannot substitute for information about progress towards outcomes or the results achieved. Examples of outputs include the number of people trained or the number of seminars conducted. Outcomes, in contrast, represent specific results a project is intended to achieve and is usually measured as an extent of change. Findings on outputs and outcomes should both be reported, but the focus should be on outcomes.

We encourage you to assess the following four levels of outcomes, as they relate to the program goals set out in the NOFO (listed here in increasing order of importance):

1. **Participant satisfaction** with the program and exchange experience.
2. **Participant learning**, such as increased knowledge, aptitude, skills, and changed understanding and attitude. Learning includes both substantive (subject-specific) learning and mutual understanding.

3. **Participant behavior**, concrete actions to apply knowledge in work or community; greater participation and responsibility in civic organizations; interpretation and explanation of experiences and new knowledge gained; continued contacts between participants, community members, and others.
4. **Institutional changes**, such as increased collaboration and partnerships, policy reforms, new programming, and organizational improvements.

Please note: Consideration should be given to the appropriate timing of data collection for each level of outcome. For example, satisfaction is usually captured as a short-term outcome, whereas behavior and institutional changes are normally considered longer-term outcomes.

Overall, the quality of your monitoring and evaluation plan will be judged on how well it 1) specifies intended outcomes; 2) gives clear descriptions of how each outcome will be measured; 3) identifies when particular outcomes will be measured; and 4) provides a clear description of the data collection strategies for each outcome (i.e., surveys, interviews, or focus groups). (Please note that evaluation plans that deal only with the first level of outcomes [satisfaction] will be deemed less competitive under the present evaluation criteria.)

Recipient organizations will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

D.3k. Virtual Exchange Component: ECA welcomes innovative ideas on how organizations can leverage appropriate mobile and/or online technologies to maintain engagement among exchange participants, encourage project collaboration and widen participation in the overall project to a broader audience. ECA strongly encourages organizations submitting proposals in response to this solicitation to suggest one or more virtual exchange components to complement the in-person exchange. The virtual exchange component(s) could come before, during and/or after the physical exchange. The objective for the virtual exchange component(s), defined as technology-enabled, sustainable, people-to-people, cross-cultural exchanges, is to augment the impact of the in-person exchange described in this solicitation. ECA encourages organizations to propose virtual exchange ideas that take advantage of ECA's existing web and social networking platforms, including our International Exchange Alumni space. Virtual exchange components would be coordinated with and approved by the ECA program office and U.S. missions abroad on a project by project basis.

D.3l. Communications Guidance for ECA Grant Recipients: All ECA Grant Recipients must adhere to the requirements in [ECA's Communications Guidance](#) on the creation of program branding and attribution, websites, social media, and press.

D.3m. Please take the following information into consideration when preparing your budget:

D.3n. Applicants must submit SF-424A – “Budget Information – Non-Construction Programs” along with a comprehensive budget for the entire program. Budget requests may not exceed \$1,030,000. There must be a summary budget as well as breakdowns reflecting both administrative and program budgets. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

D.3o. Allowable costs for the program include the following:

- Staff travel (international and domestic)
- Participant travel (international, domestic, ground transportation, passport and visa fees). Please refer to A. Program Description above for specific travel costs of each mentorship program.
- Orientations
- Cultural and social activities
- Meeting costs
- Lodging
- Food (primarily group meals or per diem)
- Interpreters
- Follow-on activities
- Evaluation
- Other justifiable expenses directly related to supporting program activities
- Reasonable accommodations for participants with disabilities should be 5%-7% of the overall budget.
- Small grants in the amount of approximately \$2,500 to be awarded to approximately 20 participants

Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

D.3p. Application Deadline and Method of Submission:

Application Deadline Date: Tuesday, May 19, 2015

Method of Submission: Applications may only be submitted electronically through Grants.gov (<http://www.grants.gov>). Complete solicitation packages are available at Grants.gov in the “Find” portion of the system.

PLEASE NOTE: ECA bears no responsibility for applicant timeliness of submission or data errors resulting from transmission or conversion processes for proposals submitted via Grants.gov.

Please follow the instructions available in the ‘Get Started’ portion of the site (<http://www.grants.gov/web/grants/applicants/apply-for-grants.html>).

Several of the steps in the Grants.gov registration process could take several weeks. Therefore, applicants should check with appropriate staff within their organizations

immediately after reviewing this NOFO to confirm or determine their registration status with Grants.gov.

Once registered, the amount of time it can take to upload an application will vary depending on a variety of factors including the size of the application and the speed of your internet connection. In addition, validation of an electronic submission via Grants.gov can take up to two business days.

Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov.

The Grants.gov website includes extensive information on all phases/aspects of the Grants.gov process, including an extensive section on frequently asked questions, located under the "For Applicants" section of the website. ECA strongly recommends that all potential applicants review thoroughly the Grants.gov website, well in advance of submitting a proposal through the Grants.gov system.

Direct all questions regarding Grants.gov registration and submission to:

Grants.gov Customer Support

Contact Center Phone: 800 -518-4726

Business Hours: 24 hours a day, 7 days a week; closed on federal holidays

Email: support@grants.gov

Applicants have until midnight (12:00 a.m.), Washington, DC time of the closing date to ensure that their entire application has been uploaded to the Grants.gov site. There are no exceptions to the above deadline. Applications uploaded to the site after midnight of the application deadline date will be automatically rejected by the Grants.gov system, and will be technically ineligible.

Please refer to the Grants.gov website, for definitions of various "application statuses" and the difference between a submission receipt and a submission validation. Applicants will receive a validation e-mail from Grants.gov upon the successful submission of an application. Again, validation of an electronic submission via Grants.gov can take up to two business days. Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov. ECA will not notify you upon receipt of electronic applications.

It is the responsibility of all applicants submitting proposals via the Grants.gov web portal to ensure that proposals have been received by Grants.gov in their entirety, and ECA bears no responsibility for data errors resulting from transmission or conversion processes.

D.3q. Intergovernmental Review of Applications: Executive Order 12372 does not apply to this program.

E. Application Review Information

The Bureau will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. All eligible proposals will be reviewed by the program office, as well as the Public Diplomacy section overseas and State Department regional bureaus, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. All awards will be assessed for risk prior to their issuance. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards resides with the Bureau's Grants Officer.

E.1. REVIEW CRITERIA

Technically eligible applications will be competitively reviewed according to the criteria stated below. These criteria are not rank ordered and all carry equal weight in the proposal evaluation:

- 1. Program Planning and Ability to Achieve Objectives:** Program objectives should be stated clearly and should reflect the applicant's expertise in the subject area and region. Objectives should respond to the topics in this announcement, demonstrate originality, and should relate to the current conditions in the target region/countries. A detailed agenda and relevant work plan should explain how objectives will be achieved and should include a timetable for completion of major tasks. The substance of program components should be described in detail. Responsibilities of proposed in-country partners should be clearly described.
- 2. Institutional Capacity:** Proposals must include: 1) the institution's mission and date of establishment; 2) an outline of prior awards — U.S. government and/or private support received for the target themes/region; and 3) descriptions (Bios and CV's) of experienced staff members who will implement the program. The proposal should reflect the institution's expertise in the subject area, an institutional record of successful exchange and mentorship programs, and responsible fiscal management and full compliance with all reporting requirements for past Bureau grants as determined by Bureau grants staff. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants. Proposed personnel and institutional resources should be adequate and appropriate to achieve the program's goals. The Bureau requires applicants to submit letters of support from proposed partners and mentoring organizations for the Sports for Community mentorship program.
- 3. Cost Effectiveness and Cost Sharing:** Overhead and administrative costs in the proposal budget, including salaries, honoraria, and subcontracts for services, should be kept to a minimum. Applicants are strongly encouraged to cost share a portion of overhead and administrative expenses. The proposal should maximize cost-sharing through other private sector support as well as institutional direct

funding contributions, which demonstrate institutional and community commitment.

4. **Support of Diversity:** Proposals should show substantive support of the Bureau's policy on diversity. Proposals should demonstrate how diversity will be achieved in the different aspects of program administration and of program design, content and implementation, including individual grantee/participant recruitment, selection and placement. It is important that proposals have a clearly articulated diversity plan and not simply express general support for the concept of diversity.
5. **Post-Grant Activities:** Applicants must provide a plan to conduct activities after the Bureau-funded project has concluded in order to ensure that Bureau-supported programs are not isolated events. Funds for all post-grant activities must be in the form of contributions from the applicant or sources outside of the Bureau. Costs for these activities must not appear in the proposal budget, but should be outlined in the narrative.
6. **Program Monitoring and Evaluation:** Proposals should include a detailed plan to monitor and evaluate the program, both as the cooperative agreement activities unfold and at the end of the program. Program objectives should target clearly defined results in quantitative terms. Competitive evaluation plans will describe how applicant organizations would measure these results, and proposals must include draft data collection instruments (surveys, questionnaires, etc.). See the "Program Monitoring/Evaluation" section; item D.3j.above for more information on the components of a competitive evaluation plan. Successful applicants (grantee institutions) will be expected to submit a report after each program component concludes or on a quarterly basis, whichever is less frequent. The Bureau also requires that grantee institutions submit a final narrative and financial report no more than 90 days after the expiration of a grant.

F.) Federal Award Administration Information

F.1. Award Notices:

Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal Bureau procedures. Successful applicants will receive an Federal Assistance Award (FAA) from the Bureau's Grants Office. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer, and transmitted to the recipient's responsible officer identified in the application.

Unsuccessful applicants will receive notification of the results of the application review from the ECA program office coordinating this competition.

All awards made under this competition must be executed according to all relevant U.S. laws and policies regarding assistance to the Palestinian Authority, and to the West Bank and Gaza. Organizations must consult with relevant Public Affairs Offices before entering into any formal arrangements or agreements with Palestinian organizations or institutions.

Note: To assure that planning for the inclusion of the Palestinian Authority complies with requirements, please contact Ann Cody, SportsUnited Division, ECA/PE/C/SU, SA-5, 4th floor, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20037, (202) 632 6057, CodyAE@state.gov for additional information.

F.2 Administrative and National Policy Requirements:

Terms and Conditions for the Administration of ECA agreements include the following: Office of Management and Budget's Circular 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Effective December 26, 2014, replacing the previous circulars).

For a copy of the OMB circular cited, please contact the U.S. Government Publishing Office or download from the www.ecfr.gov website.

Please reference the following websites for additional information:

<http://www.whitehouse.gov/omb/grants>.

<https://www.statebuy.state.gov/fa/pages/home.aspx>

F.3. Reporting Requirements: You must provide ECA with an electronic copy of the following required reports:

Mandatory:

- 1.) Additional performance reports shall not be required more frequently than quarterly or, less frequently than annually. Annual reports shall be due 90 calendar days after the grant year; quarterly or semi-annual reports shall be due 30 days after the reporting period. (Frequency of these reports will be determined by the Grants Officer and Program Officer). The first page of the Performance Progress Report form (SF-PPR) must be submitted with all programmatic reports and can be found here: http://aopefa.a.state.gov/content.asp?content_id=20&menu_id=68. The complete report and supporting documentation must be uploaded by the Recipient as a *Grant Note* under the corresponding record for this Agreement in GrantSolutions.gov. For assistance, please contact the GrantSolutions Help Desk at 1 (866) 577-0771 (toll free for US callers) or by email at help@grantsolutions.gov. The Federal Financial Report (FFR SF-425/SF-425a) must be submitted through the Payment Management System (PMS). The electronic version of the FFR can be accessed at: <http://www.dpm.psc.gov/>. Once a financial report has been approved by the Department, the Recipient must upload the approved report to GrantSolutions.gov, in the same manner specified for the programmatic reports. Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future Agreements.
- 2.) A SF-PPR, "Performance Progress Report" Cover Sheet must be submitted with all program performance reports.

- 3.) A final program and financial report no more than 90 days after the expiration or termination of the award;
- 4.) A concise, one-page final program report summarizing program outcomes no more than 90 days after the expiration of the award. This report should be e-mailed to: FFATAECA@state.gov. This one-page report will be transmitted to OMB, and be made available to the public via OMB's USAspending.gov website - as part of ECA's Federal Funding Accountability and Transparency Act (FFATA) reporting requirements.
- 5.) A SF-PPR-E (Activity Based Expenditures) and SF-PPR-F (Program/Project Management) must be submitted with all program performance reports.

Award recipients will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. Please refer to D. Application and Submission Instructions above for D.3j.Program Monitoring and Evaluation information.

All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

Program Data Requirements:

Award recipients will be required to maintain specific data on program participants and activities in an electronically accessible database format that can be shared with the Bureau as required. At a minimum, the data must include the following:

- 1) Name, address, contact information and biographic sketch of all persons who travel internationally on funds provided by the agreement or who benefit from the award funding but do not travel.
- 2) Itineraries of international and domestic travel, providing dates of travel and cities in which any exchange experiences take place. Final schedules for in-country and U.S. activities must be received by the ECA Program Officer at least three work days prior to the official opening of the activity.

G. Agency Contacts

For questions about this announcement, contact: Ann Cody, SportsUnited Division, ECA/PE/C/SU, SA-5, 4th floor, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20037, (202) 632 6057, CodyAE@state.gov.

All correspondence with the Bureau concerning this NOFO should reference the title and funding opportunity number listed at the top of this solicitation.

Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

H. Other Information:**Notice:**

The terms and conditions published in this NOFO are binding and may not be modified by any Bureau representative. Explanatory information provided by the Bureau that contradicts published language will not be binding. Issuance of the NOFO does not constitute an award commitment on the part of the Government. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. Awards made will be subject to periodic reporting and evaluation requirements per section F3. Reporting Requirements above.

(skip 4 lines)

Evan Ryan
Assistant Secretary for Educational and Cultural Affairs
U.S. Department of State

March 30, 2015

